



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement Number: USUN-2013-0006
Position Title: Human Resources Specialist
Office and Location: Human Resources Unit, New York, NY
Type of Position: Excepted Appointment - Full Time
Series & Grade: GG-0203-07/09/11/12
Salary Range: \$43,738.00 – \$100,859.00
Promotion Potential: GG-12
Opening Date: 08/01/13
Closing Date: 08/15/13
Number of Position: 2
Security Clearance Required: If selected, applicant must be able to obtain and maintain Top Secret Security Clearance
Area of Consideration: Status Candidates

Comments: This is an Excepted Service position covered by the United Nations Participation Act of 1945. Pursuant to the United Nations Participation Act, appointment to this position is made “without regard to the civil-service laws” which means that selectee is not covered by many of the civil service laws that apply to civil service employees. The U.S. Mission will consider all completed applications and refer the best qualified candidates.

“You are encouraged to read the entire announcement before you submit your application package. Your applications may not get full consideration if you do not follow the instructions as outlined.”

Your completed application must be received in this office by 5:30 p.m. Eastern Standard Time on the closing date or postmarked by the closing date.

KEY REQUIREMENTS:

- You must be a US Citizen
- Selective Service Registration is required for males born after 12/ 31/ 1959.
- Suitable for Federal employment as determined by background investigation.
- Selectee may be required to successfully complete a probationary period.
- You must be able to obtain and maintain a Top Security Clearance.
- Relocation expenses will not be paid.
- Incumbent will be subject to random drug testing.

JOB SUMMARY:

This position is full time and is located in the Human Resources Unit (HR) of the U.S. Mission to the United Nations. The U.S. Mission’s HR program is a comprehensive personnel management program which involves several types of personnel systems and various types of appointments including Excepted Appointment, Foreign Service, Administratively Determined pay category, Wage Grade, and temporary employees in a variety of occupations and job categories. The primary purpose of the position is to provide technical, procedural and evaluative assistance in the area of employee relations, performance management, and compensation for all positions within the organization. Accomplishes work through the use of an automated personnel system.

DUTIES:

- Performs a variety of administrative and personnel duties in support of the personnel management program.
- Provides technical guidance and procedural assistance to managers, supervisors, and employees in executing a variety of employee relations, performance management, and compensation programs, which may include awards and suggestions, leave, disciplinary and non-disciplinary actions, grievances, etc.
- Develops and carries out specific projects to accomplish the technical support mission of the Human Resources Office.
- Provides guidance and technical assistance to managers, supervisors, and employees on questions, complaints or issues, which require an explanation of human resources practices and procedures, e.g., explaining employee rights, and procedures for filing grievances. Explores alternate solutions for resolving the problem based on the facts elicited during questioning.
- Composes letters or summaries relating to a variety of employee relations, performance management, and compensation matters. Recommends changes to operating policies and procedures.
- Develops, modifies, and conducts presentation of basic and/or refresher training in employee relations, performance management, and compensation procedures.
- Presents employee briefings regarding retirement and benefits programs.
- Prepares standard operating procedures, letters, memos and emails.
- Prepares and processes a range of personnel actions for lower grade Civil Service and Wage Grade employees.
- Keeps abreast of changes and revisions in the rules, regulations, and procedures for personnel actions.

Eligibility will be determined by the relevance, scope and quality of all experience and training, regardless of where or how acquired. Applicants will be ranked and rated based on their knowledge of the job elements identified in this announcement. Current Federal employees should submit a copy of their latest performance appraisal and SF-50.

QUALIFICATION REQUIREMENTS: Applicants must have the required experience or education as described below and meet any selective factors, when specified.

Basic Requirements: Candidates must meet the basic requirement for the Administrative and Management Positions outlined in the OPM Qualification Standards. In addition to the basic requirements:

GG- 7 – Applicants must have at least one (1) year specialized experience equivalent to a GG-7 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position.

Substitution of education for experience: At the GG-7 level, one full year of graduate level education or superior academic achievement

GG- 9 – Applicants must have at least one (1) year specialized experience equivalent to a GG-7 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position.

Substitution of education for experience: At the GG-9 level masters or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

GG- 11 – Applicants must have at least one (1) year specialized experience equivalent to the GG-09 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position.

Substitution of education for experience: At the GG-11 level Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

GG-12- Applicants must have at least one (1) year of specialized experience equivalent to a GG-11 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position.

Qualifying specialized experience at all levels will demonstrate:

- Knowledge of and skill in applying a standardized body of Human Resources Rules, procedures and operations sufficient to perform a full-range of support assignments.
- Ability to provide support in one of more specialties such as classification and employee benefits or Employee Relations.
- Knowledge of computer and software programs to extract, revise or sort information from files, records and databases.

REQUIRED DOCUMENTS: ON A SEPARATE SHEET OF PAPER PLEASE ADDRESS EACH

ASSESSMENT QUESTION BELOW- To receive maximum consideration, applicants should submit a narrative description of your experience, education, training, outside activities and awards related to each of the assessment questions above. Please include beginning and ending dates for paid and non-paid work experience, hours worked per week, month and year of employment for each job listed.

- Knowledge of Human Resources rules, regulations and procedures in order to perform a wide variety of interrelated and/or non-standard Human Resources work.
- Ability to analyze and evaluate.
- Ability to research, interpret and apply regulations.
- Ability to communicate orally and in writing.

How You Will Be Evaluated: Once the job opportunity announcement closes, a review of your resume and supporting documentation will be made and compared against your responses to the assessment questions below to determine if you are qualified for this job. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your response when compared to your background information, your score may be adjusted to more accurately reflect your skills and abilities. Please follow all instructions carefully. Errors or omission may affect your eligibility.

COMPLETE APPLICATIONS MUST BE RECEIVED POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Disability/Reasonable Accommodations Division, at (202) 261-8173. The decision on granting reasonable accommodations will be on a case-by-case basis.

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible ***must submit a current performance appraisal*** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible ***must submit*** proof of eligibility.
3. All applicants claiming veterans' preference ***must provide*** proof of eligibility.
4. All other applicants (non-status) ***must*** submit information identified above.
5. For maximum consideration all applicants ***should*** submit information that addresses the ranking factors on the front of this announcement.
6. For an electronic copy of this vacancy announcement and OF-612 Federal Application, see the U.S. Mission to the UN Web Site at <http://www.un.int/usa>.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017, Attn: Human Resources Unit, Room-1229. E-mail address: USUNHRO1@State.gov. Fax 212-415-4393. For questions Denise Nash 212-415-4143.

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/HR BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WOULD BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.